



UNITED STATES MARINE CORPS
4TH MARINE CORPS DISTRICT
BLDG 54, SUITE 3, BOX 806
NEW CUMBERLAND, PENNSYLVANIA 17070-0806

IN REPLY REFER TO:
DistO 1700.2C
Adj

30 MAY 2007

DISTRICT ORDER 1700.2C

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23F
(b) NAVMC 1700.23

Encl: (1) Command Specific Elements for Request Mast

1. Situation. This Order represents the initiating Directive for the Commandant's Request Mast Program.

2. Cancellation. DistO 1700.2B

3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officers as exercised through the formal process of Request Mast. Request Mast as established in U.S. Navy regulations (Arts. 0820c and 1151.1) and the Marine Corps Manual (par 2805) includes both the right of the Marine to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine requesting Mast.

4. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's intent

(a) This order is to be utilized by all members of this unit/command for the purpose of exercising request Mast with the Commanding Officer/Commanding General. This Order will be published and all personnel will be informed of its contents.

(2) Concept of Operations

(a) Request Mast applications will be submitted in writing utilizing NAVMC form 11296 via the chain of command to the commander with whom the Request Mast is desired.

b. Coordinating Instructions. All members of this unit/command exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. XO/Adjutant/SgtMaj Shall:

(1) Provide administrative assistance as delineated in the enclosure.

(2) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.

(3) Facilitate the process of Request Mast applications addressed to the commanding general for consideration.

b. OIC's/SNCOIC's shall:

(1) Ensure that all personnel are familiar with this directive and the associated command specific elements.

(2) Facilitate getting Marines in front of the commander in order to execute their right of Request Mast.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this unit/command.

b. Signal. This Order is effective the date signed.



B. MANTHE

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Unit/command points of contact to initiate a request Mast application.
 - a. Enlisted: District Sergeant Major
 - b. Officer: District Commanding Officer
2. Request Mast chain of command for this unit/command is:
 - a. Immediate Commander: District CO, Colonel Manthe, (717) 770-4436
 - b. Next Commander: ERR CG, Brigadier General Lefebvre, (843) 228-4546
 - c. Units that fall under this command for Request Mast Purposes:
 - (1) District Headquarters
3. The command inspector general (CGI) for this unit is: Colonel Manthe.
4. The Adjutant will be responsible for electronically transferring Request Masts that are to be seen by the Commanding General, Eastern Recruiting Region.
5. All Marines will be afforded the opportunity to Request Mast at the Commanding General level. Marines must ensure they go through their proper chain of command.

Enclosure (1)